**Appendix 5**

2023-25 IT ADDENDUM

Only use this addendum if your decision package includes IT costs

# Part 1: Itemized IT costs

Complete the [2023-25 IT Fiscal Estimate Workbook](https://ofm.wa.gov/sites/default/files/public/budget/forms/2023-25/2023-25PrioritizationWorksheetIT.xlsx). This workbook will identify the IT portion of the decision package.

In the workbook, agencies must itemize all IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff as required in ESSB 5693 Sec. 150(4)(a)(i-ix).

# Part 2: Questions about facial recognition and supporting the reuse of existing state resources

|  |  |
| --- | --- |
| 1. Will this investment renew or procure a facial recognition service?
2. Does this investment provide for acquisition of, or enhancement to, an administrative or financial system as required by [technology policy 122 - administrative and financial system investment approval](https://ocio.wa.gov/policy/administrative-and-financial-system-investment-approval) ?
 | [ ] Yes [ ]  No☐Yes ☐ No |
| 1. If **Yes** to question B, has this decision package obtained OCIO and OFM Administrative and Financial System review approval?
* If **Yes**, attach the approval letter.
* If **No**, the decision package should not be submitted. Recommendation will be “Do Not Fund.”
 | [ ] Yes [ ]  No |
| 1. For DCYF, DOH, DSHS, HCA and the Washington Health Benefit Exchange only: Has this project been screened for inclusion in the HHS Coalition portfolio?
 | ☐Yes ☐ No |
| 1. Does this decision package support the adoption of modern, cloud-based technologies?
 | ☐Yes ☐ No |

# Part 3: Maintenance level decision packages

The questions in Part 3 are for **Maintenance level** decision packages and need to be answered. (If this is a policy-level decision package, skip Part 3 questions and respond to all questions in Part 4 and Part 5.)

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| --- | --- | --- |
| 1. Is this renewal for an existing software or subscription?
2. Does this continue a current maintenance contract?
3. Does this decision package fund the acquisition or expansion of hardware capacity?

If **Yes**, where is the hardware solution hosted? [ ]  State Data Center. [ ]  External Cloud. [ ]  Other location. 1. Is this a routine, planned replacement of aging hardware or equipment?

If **Yes**, where will the hardware solution be hosted? [ ]  State Data Center. [ ]  External Cloud. [ ]  Other location. 1. Has the agency performed research to determine if a modern cloud solution is available for this maintenance investment?
 | [ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No |  |

# Part 4: Policy level decision packages

The questions in Part 4 are general questions for **policy-level** decision packages.

1. Type of Investment - Identify the most relevant decision package investment classification from the following list (select one):

|  |
| --- |
| [ ]  Addresses technical debt. |
| [ ]  Cloud advancement.  |
| ☐ Continues existing project.  |
| [ ]  Critical hardware upgrade.  |
| [ ]  Improves existing service.  |
| [ ]  Introduces new capabilities. [ ]  System modernization.  |

|  |  |  |
| --- | --- | --- |
| 1. Does this decision package fund the acquisition, development, enhancement, or replacement of a new or existing software solution?

If **Yes**, where will the software solution be hosted? [ ]  State Data Center [ ]  External Cloud [ ]  Other location. | [ ] Yes [ ]  No |  |
| 1. Do you expect this solution to exchange information with the state financial system (AFRS) or the OneWA solution (WorkDay)?
2. Does this decision package fund the acquisition or expansion of hardware capacity?

If **Yes**, where will the hardware solution be hosted? [ ]  State Data Center [ ]  External Cloud [ ]  Other location. | [ ] Yes [ ]  No[x] Yes [ ]  No |
| 1. Does this decision package fund the continuation of a project that is under OCIO oversight? (See [Technology policy 121](https://ocio.wa.gov/policy/it-investments-approval-and-oversight-policy).)

If Yes, name the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Project name published on the [IT Dashboard](https://wacioportal.force.com/s/)) | [ ] Yes [ ]  No |  |
|  |  |  |

# Part 5: IT investment prioritization and scoring questions

All policy level decision packages must provide a response to the following questions. Responses will be evaluated and ranked by the OCIO as required by [RCW 43.88.092](https://app.leg.wa.gov/rcw/default.aspx?cite=43.88.092). The criteria scoring scale being used by the OCIO to evaluate and rank decision packages is available on the OCIO [Decision Package Prioritization](https://ocio.wa.gov/it-projects/decision-package-prioritization) website. See [23-25 Decision Package Prioritization Criteria](https://ocio.wa.gov/sites/default/files/public/DecisionPackage/DP%20Criteria%20%26%20Scoring%20Scale%2023-25.pdf?u0yb70r).

Agency Readiness

### **Due diligence.** Summarize the research, feasibility or due diligence work completed to support this decision package. Attach a copy of the feasibility study or other documentation of due diligence to the decision package.

### **Governance and management.** What governance processes will support this project? Examples of governance processes include appropriately placed executive sponsor, representative steering committee, resourced vendor/contract management, change control, and incorporating stakeholder feedback into decision making processes. Provide examples of how your proposed budget includes adequate funding and planning for governance processes, if applicable.

### **Planning and readiness.** Describe how your agency will resource the implementation of this investment request. Will in-house resources be used, or will resources be acquired? How has organizational change management been factored into planning and approach? Does the investment require a project management approach to be used? Describe whether project and organizational change management resources are included in this request or will be provided by in-kind resources. Describe whether the proposed budget includes costs associated with independent quality assurance.

Technical alignment

### **Strategic and technical alignment.** Using specific examples, describe how this investment aligns with strategic and technical elements of the [Enterprise Technology Strategic Plan](https://ocio.wa.gov/sites/default/files/public/State-IT-Strat-Plan-2021-25.pdf?7p94d9). Examples of strategic principles that tie back to tenets of the strategic plan include, but are not limited to, advance digital government, support use of common and shared technologies across agencies, improve the Washington customer experience across digital channels, strengthen privacy capacity in state and local government. Examples of technical principles that tie back to tenets of the strategic plan include but are not limited to; adoption of modern cloud-hosted technologies, provide proactive cybersecurity capabilities, reduce technical debt, expand integration between systems.

### **Reuse and interoperability.** Does the proposed solution support interoperability and/or interfaces of existing systems within the state? Does this proposal reuse an existing solution or existing components of a solution already in use elsewhere in the state? If the solution is a new proposal, will it allow for such principles in the future? Provide specific examples.

Business alignment

### **Business driven technology.** What are the business problems to be addressed by the proposed investment? These business problems should provide the basis for the outcome discussion below. Describe how end users (internal and external) will be involved in governance and implementation activities.

### **Measurable business outcome.** Describe and quantify the specific performance outcomes you expect from this funding request. Provide specific examples of business outcomes in use within your agency, and how those outcomes will be improved because of this technology investment. Does the response align with the measurable business outcomes identified in the Strategic and Performance Outcomes in Chapter 2 of the 2023-25 budget instructions? What outcomes and results, either positive or negative will occur? Identify all Lean initiatives and their expected outcomes. Include incremental performance metrics.

**Decision package urgency**

During the evaluation and ranking process, the OCIO will take into consideration, the urgency of the decision package request. Describe the urgency of implementing the technology investment in this cycle and the impacts to business if it does not proceed as planned.